Microsoft Project Online (3 Days)

Code : Project-ON-200

About This Course

This three-day instructor-led is intended for project team member or project managers who build an easy-to-maintain and reusable work schedule for team members and partners. Managing task status and evaluate the work schedule in terms of time, man-hours, tasks, budgets on demand. Also, would like to improve effective project team communication and collaboration.

Technology	Microsoft Project Online
Audience(s):	Project Manager, Team Members
Language:	Speaker Thai / Presentation English & Thai
Prerequisites:	Project Online Account

Course Outline

#	Module	Lessons	Lab
	1. Understanding Project and Project Management This module explains the basic elements of project and what is the common tasks to perform when managing a project	✦ What's a Project? ✦ Determining Project Objectives ✦ The Project Triangle ✦ Optimize the Schedule ✦ Introduction to Project Web App	**Understanding Project Web App** ✦ Experience the Project Web App ✦ Experience the Project Site
	2. Create a new Project This module explains how to create a new project with MS Project Online and publish it to Project site	✦ Understand MS Project ✦ Define the Project Scope ✦ Create a Project	**Create a new project** ✦ Create a new project with MS Project Pro ✦ Editing Project Properties ✦ Editing Project Calendar ✦ Publish to Project Site

#	Module	Lessons	Lab
	3. Managing Project Task This module explains how to manage project tasks in the project. Also explain the considerations for creating work breakdown schedule (WBS)	✦ Project Task ✦ Managing Project Task	**Managing Project Resource** ✦ Creating tasks in MS Project ✦ Defining task Properties ✦ Creating dependencies
	4. Managing Project Resources This module explains how to manage project resources in MS Project. This module also describes the concept of centralized resources pool with Project Online	✦ Create Enterprise resources ✦ Define Project resources	**Managing Project Resource** ✦ Create project specific resources ✦ Create centralized resources ✦ Estimating project cost
	5. Using Timesheet This module explains how to report project task status from project member prospective. This module also describes the configuration tasks for enabling timesheet	✦ Configuring timesheet ✦ Completing timesheet	**Using timesheet** ✦ Configuring timesheet ✦ Completing timesheet
	6. Managing Issues and Risks This module explains how to manage issue and risk with Project Site. This also explain the basis of project issues and risks	✦ Understanding Issue ✦ Understanding Risk ✦ Managing Issue and Risk in Project Site	**Managing Issues and Risks** ✦ Managing Issues ✦ Managing Risks
	7. Project Reporting This module explains how to use project report and project site report to understand the project status.	✦ Using Project Report ✦ Using Project Server Report ✦ Building Custom report with Excel	**Project Reporting** ▪ Using Project Report